

Name of Person Filing Document:

Your Address:

Your City, State, Zip Code:

Your Telephone Number:

Attorney Bar Number (if applicable)

Representing ☐ **Self** or ☐ **Attorney for** _____

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

IN THE MATTER OF:

Case Number: _____

AFFIDAVIT OF SERVICE BY REGISTERED MAIL AND SUPPORTING CIRCUMSTANCES

STATE OF ARIZONA)
County of Maricopa)ss.

1. I am familiar with the facts stated in this Affidavit and know of my own knowledge that the facts stated herein are true and correct. I make this Affidavit to show that I have served the court papers on the other party by registered mail, postage prepaid, return receipt requested, pursuant to Rules 5 and 15 of the Rules of Procedure for the Juvenile Court and A.R.S. §8-515(A). A copy of the verified Petition and Notice of Hearing were sent to:

Person served (Name of Other Party): _____

Relationship of Other Party to Me: _____

Address where Other Party was served: _____

Date of receipt by the Other Party: _____

Date of return of green receipt to me: _____

2. These court papers were received by the other party as shown by the green receipt, the original of which is attached to this Affidavit.

3. Service by certified/registered mail instead of personal service was used because: (Be specific) _____

Signature of Sender

SUBSCRIBED AND SWORN to before me this date: _____, by _____

(Month, Day, Year)

My Commission Expires:

Notary Public

SELF-SERVICE CENTER
PROCEDURES: HOW TO SERVE COURT PAPERS -- BY REGISTERED MAIL

USE THIS PROCEDURE ONLY after you have filed your papers with the Court.

STEP 1: GO TO THE POST OFFICE and tell the Clerk you would like to mail the other party a letter as follows:

- Certified Mail, and
- Deliver to Addressee Only, and
- Restricted Delivery , and
- Return Receipt Requested, and
- Pay the postage

STEP 2: WAIT for Green Receipt to be returned with the other party's signature. When you get the Green Receipt, note the date the other party received and signed for the papers.

STEP 3: PAPERS FOR THE COURT

- **COMPLETE:** Original of Affidavit of Service by Registered Mail.
- **ATTACH:** You must attach the original green receipt to the Affidavit to prove how you served the other party. Make sure you keep a copy of the green receipt for yourself (both sides).
- **COPY:** Make yourself a copy of the Affidavit of Service by Registered Mail and attached the copy of the green receipt to it.

STEP 4: FILE PAPERS WITH THE COURT. File the Affidavit of Service by Registered Mail and attached green receipt with the Clerk of the Court.

STEP 5: GO TO THE COURT HEARING. Bring your copy of the Petition, Notice of Hearing, and Affidavit of Service by Registered Mail and attached green receipt with you.

DO NOT BRING CHILDREN TO COURT.